

Kansas National Guard Technician Training Request

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Employee & Supervisor Guide



Joint Forces Headquarters
Human Resource Office
Human Resources Development Specialist (HRDS)
2800 SW Topeka Blvd
Topeka, Kansas 66611-1287
Phone Com: 785-274-1185 DSN: 720-8604
max.l.miller22.civ@mail.mil

The Kansas National Guard has a strong commitment to developing the talents, skills and abilities of its Technicians. Army and Air Technicians are often required to take a course or training that is necessary to enhance the performance of the employee's Technician position and/or is a necessity of the mission of the Kansas National Guard. Supervisors are responsible for determining the training needs of both the employee and the origination. Training includes but is not limited to:

- On-the Job Training
- PEC or other NGB sponsored courses/training
- NGB sponsored workshops, conferences

When training has been identified as needed, please follow the following guidelines:

Requesting Technician/Supervisor completes the first page SF 182 (Authorization, Agreement and Certification of Training) form. It is available on MyBiz, HRO web page, Federal HRO sharepoint under HRDS tab or just google SF 182. It is a 2 page form with 12 pages of instructions attached.

Each block in the below instructions must be completed or the form will be disapproved and returned to the requesting supervisor. This data is used to update Defense Civilian Personnel Data System (DSPDS) to show justification for future training dollars and requirements. This system will also maintain a record of all training attended in a Technician status.

If you wish the HRDS to do a search of available dates and best possibility of obtaining a reservation in ATRRS leave the dates blank in blocks 3 and 4 of section B. The HRDS will search available dates and quotas and email the individual and their supervisor. Upon receiving the selection back from the Supervisor (Supervisor must approve) the HRDS will input you into ATRRS for the requested course.

SF 182 Completion Instructions

Section A - Trainee Information

Blocks 1-12:	Self-explanatory
Block 13:	Click the hyperlink and it will take you to the codes on page 7
Blocks 14-17:	Self-explanatory

Section B – Training Course Data

Block 1-2:	Self-explanatory
Blocks 3-4:	See paragraph above or enter selected dates
Blocks 5-6:	Can be left blank
Blocks 7-17:	Use hyperlink to choices or fill in required information if applicable
Block 18:	A short description that explains the course and how it will be applied to the individual's position
Block 19:	leave blank

Section C – Costs and Billing Information

Block 1 a-c:	Fill in for courses that have tuition or other costs.
Block 2 a-c:	Fill in estimated costs of travel and per diem.
Blocks 3-5:	Leave blank
Block 6:	Fill in information needed for the HRDs to pay for tuition if needed.

Remaining Sections are self-explanatory

Supporting documents include conference information, fliers, letters of instruction (LOI), registration form, or training agenda must be attached unless it is an ATRRS course. **To be reimbursed for registration fees, the requestor MUST attach a conference LOI or any other supporting document that describes the registration fees.**

Per Diem and travel will not be authorized for training that is located in the same city as the technician's normal duty location.

Supervisor reviews the SF 182 and supporting documents and completes block 1a-1e in section D. **Forwards to the HRDS in HRO not later than (NLT) 15 calendar days prior to the start date of training.** Requests turned in less than 15 days prior to the start date will be disapproved unless a memo is attached stating special circumstances supporting the late submission.

Army Guard Technicians: HRO/HRDs reviews SF 182 and supporting documents and approves or disapproves. Training requests will be approved based on training need and availability of funds for the specific course of training. Currently there are no funds available train neither temporary nor indefinite (certain appointments have funds available). Training funds are specifically reserved for permanent technicians per regulation TPR 400. Upon approval, HRDS will notify the technician advising them to enter their DTS authorization for approval. Use of the Individually Billed Account (also known as the Individual Government Travel Card) is required for all official travel to include airline tickets.

Air Guard Technicians: Supervisors will contact their Wing Comptroller to insure funds are available. Wings have their own training funds that are separate from the Army funds. After the Supervisor ensures funds are available, forward the SF 182 to the HRO/HRDS for input of training into DCPDS. Supervisors should ensure that Wing Comptroller will make payment for training and travel.

The human Recourse Office is committed to the development of Kansas National guard Technicians. Please do not hesitate to contact the Human Resources Development Specialist (HRDS) to answers to any further questions or if you need further assistance.